

## COMPENSATION AND BENEFITS

**Annual Salary:** \$87,569 -- \$132,543

The appointee will receive an annual salary, commensurate with qualifications and earning history, as well as an excellent program of benefits that allows employees to choose the benefits that meet their specific needs.

The package includes:

**Retirement Plan** - The successful candidate will be eligible for participation in a contributory defined benefit plan. Details will be provided on request.

Upon retirement, the successful candidate may participate in a retiree healthcare benefits program. Details on the program will be provided upon request.

**Cafeteria Benefit Plan** - The MegaFlex Benefits Plan is a cafeteria plan through which benefits may be purchased using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is paid to the employees as taxable income. Benefits available within MegaFlex Benefits Plan include medical, dental, disability, life and AD&D insurance. (Note: Not applicable to County employees who are currently in Flex.)

**Non-Elective Days** - Ten paid days per year with the option to buy an additional 1 to 20 elective annual leave days.

**Flexible Spending Accounts** - Employees may contribute up to \$200 per month tax-free to a Health-Care Spending Account and \$400 per month tax-free to a Dependent Care Spending Account. The County contributes \$75 per month to the Dependent Care Spending Account.

**Savings Plan (401K)** - Optional tax-deferred income plan that may include a County matching contribution of up to 4% of employee's salary.

**Deferred Compensation Plan (457)** - Optional tax-deferred income plan that may include a County matching contribution of up to 4% of employee's salary.

**Holidays** - Eleven paid days per year.

## SELECTION PROCESS

**Qualified candidates are invited to submit a cover letter and comprehensive resume detailing their knowledge, skills, and abilities relevant to this position.**

**Resume packets must include all of the following:**

- For professional experience, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, if any, scope of management responsibilities, functions managed, and dates of employment (including month and year). **Please be sure to include salary information.**
- Names of schools, colleges or universities attended, dates attended, degrees earned, and field of study. **Please enclose verification of degree, licenses and certificates together with the resume.**

Each candidate's background will be evaluated on the basis of information submitted to determine the level and scope of the candidate's preparation for this position.

Information submitted must clearly show that the candidate meets the **Minimum Requirements** and the **Desirable Qualifications** of this recruitment announcement.

Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The names of the most highly qualified candidates will be submitted to the Executive Officer for final selection.

**NOTE: A background investigation will be completed on the candidate selected for this position.**

## HOW TO APPLY

**This recruitment will be open from September 7, 2016 until filled. Please click the following link to submit your application, and upload your cover letter, resume, and verification of degree and license:**

<http://bit.ly/2cp7qJK>

**For additional inquiries, please contact:**

**Alejandra Hinojosa**  
Executive Office of the Board of Supervisors  
Human Resources Division  
(213) 974-1421

Email: [BOS-ExecutiveRecruitment@bos.lacounty.gov](mailto:BOS-ExecutiveRecruitment@bos.lacounty.gov)

*An Equal Opportunity/ADA Employer*



# County of Los Angeles Career Opportunity



## CHIEF, EMPLOYEE RELATIONS COMMISSION (UC)

**Filing Period: September 7, 2016 – Until the needs are met**

**Annual Salary: \$87,569 - \$132,543 (MAPP R9)**



**THE COUNTY OF LOS ANGELES**

With a population of more than 10 million people, the County of Los Angeles (County) has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's motion picture industry, major universities, and numerous five-star restaurants. The mountains, deserts, and the beautiful Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.

The County of Los Angeles is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors (Board) serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are thirty-one appointed positions that report directly to the Board. There are also three elected officials (Assessor, District Attorney, and Sheriff), for a total of thirty-four major administrative units or departments that currently serve the needs of the county's residents.

In fiscal year 2015-16, the County has an annual budget in excess of \$26 billion and funding for over 108,000 positions to serve its diverse population.

**THE EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS**

The Executive Office of the Board of Supervisors provides support services to the Board of Supervisors including preparing the Board's weekly agendas and its statements of proceedings, maintaining the Board's official records, providing information technology support, accounting, procurement, human resources, payroll, facility management and other administrative services. In addition, the Executive Office supports and staffs various County commissions, committees, and task forces. The Department has a budget of \$129 million and includes funding for approximately 400 budgeted positions.

**EMPLOYEE RELATION COMMISSION**

The Executive Office provides staff support for ERCOM, a body established by Ordinance in 1969, to regulate labor relations in Los Angeles County. The focus of the Commission is centered upon the establishment of bargaining units, the conduct of elections for certification and decertification of unions, and the investigation and hearing of unfair labor practice charges filed by employees, unions, and departments. The Commission also administers the processing of arbitration cases within the County.

Recently, the Commission has been conducting a number of "agency shop" elections in various bargaining units pursuant to contract language in a number of agreements. In addition, the Commission has adapted to a substantial increase in the number of hearings granted to individual employees.

**THE OPPORTUNITY**

The Chief, Employee Relations Commission reports to the Executive Officer, Board of Supervisors. The individual selected has responsibility for participating in and managing administrative, research, and operational support for the Employee Relations Commission (ERCOM). This requires a comprehensive knowledge of labor laws and processes including labor relations rules and procedures.

Assignments require the incumbent to research and analyze ERCOM, State of California Public Employee Relations Board, and National Labor Relations Board rules and decisions, and make recommendations on factual and legal issues pending before the Commission. The incumbent must have the knowledge and ability to work effectively with departments, commissioners, employee groups, employee relations advocates, and the Board of Supervisors.

**ESSENTIAL JOB DUTIES**

Provides administrative, research, and operational support for the Employee Relations Commission, and ensures implementation of its policies.

Serves as liaison between the Commission, departments, advocates, arbitrators, mediators, and the Board of Supervisors.

Provides orientation, oversight, training and evaluation of hearing officers of the Employee Relations Commission.

Directs the scheduling of Commission meetings and assists in their conduct.

Directs the preparation of Commission meeting agendas, maintenance of records, and the assembling of materials for presentation to the Commission.

Develops and maintains Commission administrative procedure manuals.

Maintains a list of and manages contracts with hearing officers, mediators, and fact-finders for the Commission.

Provides official notices to employee organizations and management representatives regarding matters referred to the Employee Relations Commission.

Confers with management and employee organization representatives as directed by the Employee Relations Commission.

**MINIMUM REQUIREMENTS**

Graduation from an accredited college with a Bachelor's Degree - **AND**- Five years of experience as an advocate, hearing officer, arbitrator or mediator in employment and/or labor law proceedings.

- OR -

A Juris Doctorate Degree from an accredited law school - **AND** - Three years of experience in fields relating to employment and/or labor law, including but not limited to experience involving management concepts or employee relations.

**DESIRABLE QUALIFICATIONS**

Experience applying employment and/or labor relations law and regulations in order to advise management and/or labor relations groups in the resolution of employment and/or labor relations issues.

Experience researching and conducting investigations related to employment and/or labor relations disputes, including but not limited to the following: performance standards; administrative, litigation and determination matters; unfair labor practice charges; and arbitrations, making recommendations for appropriate corrective actions.

Experience preparing statements of work, Request for Proposals, and recommendations for contract services.

Strong oral and written communication skills in order to effectively prepare reports; explain labor laws; and clarify procedures and practices to Board members, executive officer, members of the employee relations commission, hearing officers, reporters, allied professional groups, and/or employee organization representatives.

Demonstrated ability to effectively interact with public officials, executive management, professional technical personnel, and the general public.

Experience participating in strategic planning and technology solution discussions with executive management.

Ability to apply creative and innovative solutions to complex problems.